



City of Chico

APPLICATION & PERMIT FOR PARK USE

Public Works Department - Park Division

Type of Event:

PUBLIC **PRIVATE**

SECTION 1 - APPLICANT INFORMATION

Must be 18 or older to submit an application • Permit fees due upon submittal •

THIS RESERVATION IS NOT VALID UNTIL APPROVED BY THE PARK DIVISION.

PLEASE PRINT:

Name of Applicant/Contact Person _____

Description of Event: (family BBQ, walk/run) **Additional Description required for public events**** _____

Organization Name (if applicable) _____

Day and Date of Event: _____

Home, Organization, or Company Address _____

From: _____ To: _____

City, State, Zip _____

Total Time Needed for Set-up, Event, and Clean-up

() Contact Phone # () Alternate Phone #

From: _____ To: _____

Time of Event Only Number of people

E-mail address _____

Note: Park gates will not remain closed beyond normal opening time for any event with less than 1,000 people. All races with less than 1,000 people at One Mile must start before 8:30 am. Street closure(s) subject to approval.

AREA REQUESTED: (Please check if requested)

Bidwell Bowl Amphitheater

Electricity (15 amp)

Cedar Grove Picnic Area

Electricity (15 amp)
 tables, restroom area (circle)

Children's Playground

Electricity (15 amp)-Pick up key on: _____ Mon - Fri 8:00 am - 4:30 pm
 Water (public events only) 100 amp Electrical Service

City Plaza (Additional fees may apply)

Electricity (15 amp) 100 amp Electrical Service
 Event Restrooms Water (public events only)
 Fountain On _____ Off _____
 Meter Bags # _____
By Restroom or Stage
(Circle One)

Picnic Site #37 (Redwood Grove)

Council Ring

Fire Permit

Five Mile Picnic Area East West

BBQ-Pick up key on: _____ Mon - Fri 8:00 am - 4:30 pm

One Mile Picnic/Barbeque Area - Water available, no hose bib

Oak Grove A **Grove B (Sycamore Field Not Included. Contact CARD to Reserve)**

Electricity (15 amp)

Band Stand (15 amp)

BBQ -Pick up key on: _____ Mon - Fri 8:00 am - 4:30 pm

Depot Park

Electricity (15 amp)

Lower Bidwell Park (public events only): _____

Upper Bidwell Park (public events only): _____

Other (specify): _____

Early Entrance Needed (public events only) Yes _____ No _____

****Additional Description of the Event (Required for Public Events)** _____

FOR PARK RANGER ASSISTANCE during the event, CALL 530-897-4900 (Police Department Dispatch)

SECTION 2 - PERMIT FEES

Call Park Office at 896-7800 for availability of park areas

- Application Fee \$ 19.00 (Non-refundable)
- Reservation Fee \$ _____ (\$11.00 minimum, please call for quote)
- Insurance Fee \$ _____ (\$40.00 to process outside insurance)
- Vendor Fee # _____ \$ _____ (\$6.00 per vendor)
- Damage Deposit \$ _____ (\$100.00 refundable if no damage)
- Early Entrance Fee \$ _____ (\$32.50/hr. public events only)

Additional fees for City Plaza use:

Event Restrooms _____ x (\$95.00) = \$ _____
#days

100 amp Electrical _____ x (\$30.00) = \$ _____
(electrician required) #days

Park Fee Total: \$ _____

Convenience Fee: \$ _____

Credit Card and DEBIT payment will be assessed a 2.75% convenience fee.

Fees due upon submittal of application ~ **Make Checks Payable to: City of Chico** ~ **Total Fee Required:** \$ _____

City of Chico Cash Receipt No.: _____ Payment Method: _____ Date: _____ Received By: _____

| | | | | | | | |
|---------------|------------------------|---------------|--------------------|-----------|------|--------------------------|------------|
| Office | Permit File (original) | Park Ranger 1 | Senior Park Ranger | Applicant | BPPC | Cleaning Service | Facilities |
| Distribution: | Park Field Supervisor | Park Ranger 2 | Calendar | 920 Fund | DCBA | Risk Management (e-mail) | CPD |

SECTION 3 - EVENT INFORMATION

Please answer the following questions by checking "Yes" or "No"

| | Yes | No |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| Is this an annual event? How many years have you been holding this event? _____ | | |
| Is there a patron admission, entry, or participant fee(s) required for your event? If fee is charged, how much is the fee? _____ | | |
| Will there be amplified sound/music at event? (Please see 'Conditions for Park Use') Specify type (microphone, band, radio, PA system etc.): _____ | | |
| When will amplified sound/music be heard? Time from: _____ until: _____ Note: 100-amp electrical service requires a certified electrician to operate. | | |
| Will there be any entertainment apparatus anywhere? These are only allowed in certain areas of the park. No water apparatus allowed. <input type="checkbox"/> Bounce house Climbing wall Ropes Course Other: _____ Name of Operator: _____ Operator to provide proof of insurance to the City Parks Division prior to event. | | |
| Will there be any vendors selling food, merchandise, or entertainment at this event? (No glass or alcohol permitted) Does your event include food concession and/or preparation areas? If yes, please describe how food will be served and/or prepared: _____ Valid permit from Butte County Environmental Health is required for all food vendors and must be on hand. | | |
| Will event require that any part of the Park remain closed beyond the normal time of opening? Note: Park gates will <u>NOT</u> remain closed beyond normal opening time for any event with less than 1,000 people. All races with less than 1,000 people at One Mile must start before 8:30 am. (Subject to approval by the City Parks Division) If "yes", please state which gate(s): _____ Time of closure from: _____ until: _____ | | |
| Will event require overnight storage of property? If yes, how many security or other personnel will be provided? _____ | | |
| Will there be early entrance (before 9 am) into the Park for setup? If "yes", when will monitors be at their position(s)? Time from: _____ until: _____ Note: Gate monitors are required at all the entrances and exits for early Park entrance. If entrance is required before 7 am, an additional fee may be charged. | | |
| Portable Restrooms: You are required to rent portable restrooms for events with 200+ participants, in the immediate area of the event site which will be available to the public during your event. Restroom Company _____ Phone Number _____ Location(s) of portable restrooms _____ Note: Restrooms shall be removed within 24 hours after conclusion of event. | | |
| Trash and recycling: As an event organizer, you must properly recycle or dispose of waste during your event and immediately after the event. The area must be returned to a clean condition. For events with 200+ participants, additional trash and recycling cans are required at applicant's cost: Trash Company: _____ Phone Number: _____ Note: Containers shall be removed within 24 hours after conclusion of event. | | |
| Will your event include the use of any signs, banners or decorations? (Please see 'Conditions for Park Use Section 4') If yes, please describe type and location: _____ Note: All signs and banners shall be free standing and not affixed to Park property. | | |
| Will water be needed during your event? If "yes", for what purpose? _____ Please provide your own hose and shut-off nozzle. No hose bib is available at One Mile Recreation Area. | | |
| Do you request irrigation to be turned off before and during your event? | | |
| ONE MILE/SYCAMORE FIELD: If this is a One Mile reservation, will Sycamore Field be needed? If yes, you will need to contact CARD at 545 Vallombrosa Ave., Chico, (530) 895-4711 | | |
| CITY PLAZA ONLY: Vehicles are not allowed in City Plaza. Loading and unloading must occur from the streets. Meter bags for unloading and loading only may be obtained from the City by calling (530) 896-7800 | | |
| Will vendors be placed on the perimeter sidewalks? If yes, a Vend, Peddle, Hawk permit must be obtained from the Engineering Division at 411 Main St., Chico, (530) 879-6900. | | |
| Will City street closure(s) be needed? If yes, a separate permit must be obtained from the Engineering Division at 411 Main St., Chico, (530) 879-6900. | | |

SECTION 4 - CONDITIONS FOR PARK USE

You Are Responsible for Knowing the Park Rules. Please Observe the Following:

| | |
|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Alcohol | Alcohol is not permitted in any City Park or Playground. |
| BBQ's | Portable BBQ's (charcoal or propane only) may only be used next to existing BBQ's in Lower Bidwell Park and Five Mile Recreation Areas; no other areas. No BBQ's allowed during Red Flag Fire Warning or high wind advisory days. |
| Bicycles | Must observe all California vehicular codes including one-way streets. Riders are expected to be courteous and yield to equestrian and pedestrian traffic. Helmets must be worn at all times in Upper Park, except when on pavement. Riders must stay on designated trails. Bicycle riding is not allowed in Caper Acres or on the Sycamore pool deck. |
| Bounce Houses | Bounce houses, (except those with water) and other similar non-water play equipment, are only permitted in certain areas with a reservation and upon approval by the Park Division. <u>The operators of this equipment must provide proof of insurance.</u> Bounce houses are not allowed in Caper Acres. |
| Campfires | No campfires allowed at any time, except by permit and only in the Council Ring. |
| Camping | No overnight camping allowed unless authorized by the Bidwell Park and Playground Commission. Bidwell Park is a "day use park" only. |
| Clean up | Permittee is required to completely clean up area at the conclusion of event. |
| Damages | Any damage to City property as a result of this event will be repaired at permittee's expense. |
| Dogs | Dogs may be off leash from 5:30 am until 8:30 am in Lower Park -- All other times dogs must be on a leash 6 feet in length or less. Along the north side of Upper Park Road, dogs may be "off leash" anytime. While "off leash," dogs must remain under control via master's voice. <i>Dogs are not allowed in Caper Acres, One-Mile or Five-Mile swimming areas, or designated swimming holes in Upper Park.</i> |
| Electrical | All power extension cords, sound amplification equipment, and staging to be supplied by permittee. Permittee shall provide "tripping" prevention devices over power cords crossing any pathway. |
| Fishing | Big Chico Creek: Check California Fish and Wildlife Regulations, https://www.wildlife.ca.gov/ Freshwater Sport Fishing, Alphabetical List of Waters with Special Fishing Regulations, (20) Big Chico Creek Horseshoe Lake: <u>Age 14 and over</u> - license, catch and release; <u>Under 14</u> - no license, catch and keep. |
| Gate Closures | Upper Park gate at parking Lot E is closed on Sundays and Mondays and during wet periods or Red Flag Fire Warning days. Gates may be closed for approved special events. For gate opening and closing hours, visit www.ci.chico.ca.us/general_services_department/park_division/gate_closing_hours.asp |
| Glass | No glass containers allowed in any City Park or Playground. |
| Horses | Horses must stay on designated trails. Horses are not allowed in One-Mile or Five-Mile Recreation Areas. Horses must cross the creek at approved crossings. Safe and courteous riding is the Park standard. |
| Noise | No loud or unusual noises are allowed, including: radios and headsets that can be heard over 50' away. Music/Amplified Sound at One-Mile Recreation Area, please, face all speakers away from Woodland Ave. |
| Park Closures | Lower Park is closed from 11:00 pm until 5:00 am every day, unless directly and actively proceeding to a destination outside of the Park. Upper Park is closed to vehicles at 9:00 pm, October – March and 11:00 pm, April - September unless posted otherwise. May be closed during Red Flag Fire Warning or high wind advisory days. |
| Signs/Defacing | Defacing of trees, benches, tables, any park fixtures, open ground, or paved roads/paths with markings, staples, tacks, or signs is prohibited. No pinatas, slack lines, hammocks, or accessories shall be affixed to trees. Only barricades, cones, or self standing devices may be used for these purposes. |
| Smoking | Smoking or vaping are not permitted in any City Park or Playground. |
| Swimming | While in the One-Mile swim area compliance with lifeguards is required for public safety. Pool is open and lifeguards are on duty during summer swim season. |
| Vegetation | No taking, cutting or injury of any vegetation in the Park is allowed. |
| Vehicle Traffic | <ul style="list-style-type: none">• While gates are closed, limited use of vehicles to set up for event is permitted. Vehicles must be in compliance with the one-way designation of the roadway, must yield to all other activities (walking, jogging, bicycling, and horseback riding), must travel with flashers on and may not exceed ten (10) miles per hour.• Permittee shall provide adequate signs and supervision to avoid conflicts between vehicles, bicycles, equestrians, and general public.• Only emergency vehicles will be allowed access through the area of South Park Drive which has been closed to motor vehicles.• No vehicles are permitted to travel or park on grass areas. |

SECTION 5 – INSURANCE

(To be determined by Park Division)

INSURANCE REQUIREMENTS ARE APPLICABLE TO:

Insurance Required

Not Required

- (1) All Public Events per Title 12R.08.240, and/or
- (2) All Private Events where:
 - (a) Amplified sound is used -or- (b) The number of people participating amount to 101 or more.

For Insurance questions for your event, please contact the Risk Management office at (530) 879-7910 or e-mail at risk-management@chicoca.gov

For liability coverage purposes, it is the applicant and the City of Chico's intent (hereinafter referred to as the "Parties"), that this permit is a written contract between the Parties.

Pursuant to the insurance policy related to this permit/written contract, and consistent with the Certificate of Liability Insurance and Additional Insured Endorsements, the Parties hereby attach and incorporate by this reference, the Certificate of Liability Insurance and Additional Insured Endorsements, which are further expressly made a material part of the said permit/written contract between the Parties.

Permittee shall supply, at least two (2) weeks in advance of the scheduled event, a Certificate of Insurance issued by a company licensed to do business in California with a Best's Insurance Guide rating of "B" or better ("A" rated if Company is unlicensed) which provides evidence of comprehensive and general liability coverage in the amount of \$1,000,000 combined single limit, \$2,000,000 aggregate with policy endorsements as follows:

- (1) Identification of permit applicant, identification of event, date of event.
- NOTE: NUMBERS 2 AND 3 BELOW MUST BE SEPARATE ENDORSEMENTS:**
- (2) The City of Chico, its officers, boards and commissions, and members thereof, its employees and agents are covered as additional insureds as respects to any liability arising out of the activities of the named insured.
- (3) The insurance coverages afforded by this policy shall be primary insurance as respects to the City of Chico, its officers, employees, or agents. Any insurance or self-insurance maintained by the City of Chico, its officers, employees, or agents shall be in excess of the insurance afforded to the named insured by this policy and shall not contribute to it.
- (4) An unqualified statement that "The insurer will provide the City at least ten (10) days prior notice of cancellation or material change in coverage", standard Certificate of Insurance cancellation language is not acceptable.

Please Note: Your reservation may be cancelled if the insurance is not approved at least two weeks prior to the scheduled event.

SECTION 6 - ACCEPTANCE OF CONDITIONS

In signing this Permit, I agree to indemnify and hold the City of Chico and/or the Bidwell Park and Playground Commission free and clear of all claims of damage for injury to persons or property occurring in, upon or about City Parks or Playgrounds, and arising from my use of the Parks and Playgrounds as noted above, and to defend any action against the City of Chico resulting from any such claim, without cost to the City.

***I certify that I have read this application thoroughly, followed any and all instructions, understand its contents, will comply with the attached "Conditions for Park Use" in section 4, will adhere to any additional conditions set forth by this permit, and supplied true and correct information herein to the best of my knowledge and belief.**

X _____ X _____
Signature of Applicant Date

RETURN THIS FORM TO:

**City of Chico - Park Division
Hand deliver to: 965 Fir Street
Mail to: P.O. Box 3420
Chico, CA 95927
email to Parkinfo@chicoca.gov**

**THIS RESERVATION IS NOT VALID UNTIL ALL FEES ARE PAID AND APPROVED BY THE PARK DIVISION.
A copy of the approved application will be returned to you.**

SECTION 7 – AUTHORIZATION

I certify that I have carefully reviewed this application pursuant to Title 12 and 12R of the Chico Municipal Code and hereby recommend this permit be:

- Approved.
- Approved subject to listed additional condition(s): _____
- Denied: _____
- Application approved denied by the Bidwell Park & Playground Commission. Date: _____
- Reason for denial: _____

Approved by: _____ Date _____